

# Poms & Associates

*Risk Services*

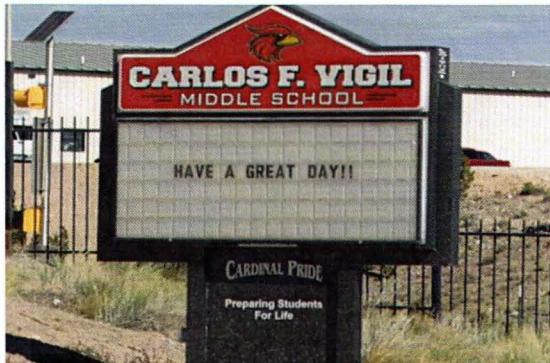


## NMPSIA

### Espanola Public Schools

*Carlos F. Vigil Middle School*

*Loss Control & Safety Audit*



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## EXECUTIVE SUMMARY

This report contains the findings of an independent Loss Control & Safety Audit of Carlos F. Vigil Middle School. The audit was conducted on April 1, 2014, on behalf of the Espanola Public Schools, and at the request of NMPSIA.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the checklists. Detailed observations and recommendations are found on the pages following the checklists. Information was gathered from onsite physical conditions and from statements made by your organization's staff. Some items marked as "No" or "Unacceptable" may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

The Loss Control & Safety Audit is based upon an overview of the hazards and loss exposures of your organization and its sites. Every part of every building and location is not normally visited. Some areas may not be accessible at the time of the audit or may inadvertently be missed. Your organization is encouraged to act upon the recommendations made in the Loss Control & Safety Audit, with or without photographs, in a timely manner wherever and whenever the conditions may be found within your organization.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures. The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

The Poms & Associates staff extends its thanks to Robert Archuleta, Principal, and the staff of Carlos F. Vigil Middle School for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 898-6236 or to NMPSIA at 1-800-548-3724.

## GENERAL CONDITIONS INSPECTION

**Contact:** Robert Archuleta, Principal

**Auditor:** James Dorn

**Member Agency:** Espanola Public Schools

**Client:** NMPSIA

**Inspection Concluded:** April 1, 2014

| Hazard Type                      | Hazard Scope                    | Hazard Urgency | Capital       |
|----------------------------------|---------------------------------|----------------|---------------|
| 1 – Egress Issue                 | A – Facilities/Planning         | I – Immediate  | C – Capital   |
| 2 – Injury Hazard                | B – Custodial or                | H – High       | NC – Non-     |
| 3 – Property Loss                | Maintenance                     | M – Medium     | Capital       |
| 4 – Regulatory or<br>Legal Issue | C – Policy and/or<br>Procedures | L – Low        | O – Ongoing / |
| 5 – Accepted Best<br>Practices   | D – Employee Practices          | Preventative   |               |

| Exterior Areas  |  | Yes | No | NA | Priority   | Recommendations                              |
|---|--|-----|----|----|--|--|
| 1 Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration? |  |     | X  |    | 2,4 - B - M - NC   | 2014-001                                     |
| Building Conditions   |  | Yes | No | NA | Priority   | Recommendations                              |
| 2 Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?             |  |     | X  |    | 2,4 - B - M - NC<br>5 - B - L - NC<br>2,5 - B - L - NC<br>2,4 - B - O - NC | 2014-002<br>2014-003<br>2014-004<br>2014-005 |
| 3 Do building structures and finish materials appear to be in good condition and free of visible deterioration?       |  |     | X  |    | 3,4 - A,B - L - NC<br>3,5 - B - L - NC                                     | 2014-006<br>2014-007                         |
| 4 Was the building free of apparent leaks or other obvious water intrusion?   |  |     | X  |    | 3,4 - B - M - NC   | 2014-008                                     |

|   |  |            |           |           |  |  |
|---|--|------------|-----------|-----------|--|--|
| 5   | Do walls and ceilings appear to be of an appropriate type and condition?   |            | X         |           | 2,3,4 - B - M - NC<br>2,3,4 - B,C - M - NC<br>2,3,4 - B,C - M - NC<br>3,5 - B - O - NC<br>2,3,5 - B - M - NC | 2014-009<br>2014-010<br>2014-011<br>2014-012<br>2014-013 |
| 6   | Are floors and floor coverings of an appropriate type and condition?   |            | X         |           | 2,4 - A,B - M - NC<br>2,5 - B - M - NC   | 2014-014<br>2014-015                                     |
| <b>Doors, Exits, and Means of Egress</b>        |  | <b>Yes</b> | <b>No</b> | <b>NA</b> | <b>Priority</b>  | <b>Recommendations</b>                                   |
| 7   | Are "EXIT" and "NOT AN EXIT" signs installed?  |            | X         |           | 1,4 - A,B - H - NC<br>1,4 - B - H - NC   | 2014-016<br>2014-017                                     |
| <b>Emergency Action Equipment &amp; Systems</b> |  | <b>Yes</b> | <b>No</b> | <b>NA</b> | <b>Priority</b>  | <b>Recommendations</b>                                   |
| 8   | Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags? |            | X         |           | 3,4 - B,C,D - M - NC<br>3,4 - B - M - NC   | 2014-018<br>2014-019                                     |
| 9   | Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?  |            | X         |           | 2,3,4 - A,B - H - NC   | 2014-020   |
| <b>Mechanical and Utility Systems</b>           |  | <b>Yes</b> | <b>No</b> | <b>NA</b> | <b>Priority</b>  | <b>Recommendations</b>                                   |
| 10  | Are HVAC systems and compressors in good condition, properly maintained, and permitted as required?  |            | X         |           | 5 - B,D - O - NC<br>5 - B,D - O - NC   | 2014-021<br>2014-022                                     |
| 11  | Are plumbing systems and fixtures in good condition and free from damage or leaking?   |            | X         |           | 4 - B - M - NC<br>2,4 - B - M - NC   | 2014-023<br>2014-024                                     |
| <b>Disabled Access</b>                          |  | <b>Yes</b> | <b>No</b> | <b>NA</b> | <b>Priority</b>  | <b>Recommendations</b>                                   |
| 12  | Are an appropriate number of parking spaces designated for disabled persons, and are they properly designed, constructed, and signed?                      |            | X         |           | 4 - A,B - M - NC   | 2014-025   |
| <b>General Conditions – Other</b>               |  | <b>Yes</b> | <b>No</b> | <b>NA</b> | <b>Priority</b>  | <b>Recommendations</b>                                   |
| 13  | Are other general conditions free of apparent hazards or concerns?   |            | X         |           | 3,5 - A,C - M - NC   | 2014-026   |

## GENERAL CONDITIONS INSPECTION RECOMMENDATIONS

### Exterior Areas

**1. Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?**

**Recommendation Number: 2014-001**

#### Observations:

- Some of the paved areas had minor deterioration that, if left unrepairs, could worsen and result in trip/fall hazards.



#### Recommendations:

- The pavement condition should be closely monitored and repairs made as needed.

#### Standards:

- NMAC 6.27.30 - Statewide Adequacy Standards

### Building Conditions

**2. Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?**

**Recommendation Number: 2014-002**

#### Observations:

- The illumination in some areas was dim due to burned out light bulbs.



#### Recommendations:

- The burned out light bulbs should be replaced.

#### Standards:

- NMAC 6.27.30 - Statewide Adequacy Standards
- IPMC, Section 402 - Light

**Recommendation Number: 2014-003****Observations:**

- Some of the light fixtures were missing diffusers.
- Light diffusers reduce glare, protect the light bulbs from damage, and reduce the hazards created by broken glass should bulbs break.

**Recommendations:**

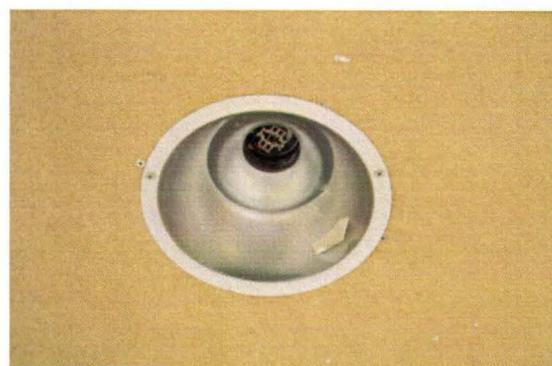
- Missing light diffusers should be replaced.
- Specially designed plastic sleeves may be used in place of light diffusers for fluorescent light bulbs.

**Standards:**

- IPMC, Section 605 - Electrical Equipment

**Recommendation Number: 2014-004****Observations:**

- Exposed light sockets were present where light bulbs were missing.
- The exposed light sockets increase the risks of electric shock and fire incidents.

**Recommendations:**

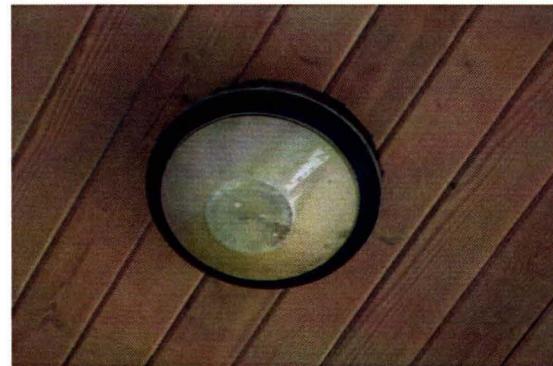
- Light bulbs should be placed in all open light sockets, or the circuit de-energized, locked and tagged out of service.

**Standards:**

- IPMC, Section 605 - Electrical Equipment

**Recommendation Number: 2014-005****Observations:**

- An accumulation of dirt was visible in the diffusers for some of the overhead lights.
- Some of the light diffusers appeared to be yellowed.

**Recommendations:**

- Dirty light fixtures should be cleaned so that illumination is not impaired.

**Standards:**

- NMAC 6.27.30 - Statewide Adequacy Standards
- IPMC, Section 402 - Light

**3. Do building structures and finish materials appear to be in good condition and free of visible deterioration?**

**Recommendation Number: 2014-006**

**Observations:**

- The stucco exterior of one or more buildings was damaged.
- The damaged area exposes the building interior structure to the weather elements, and compromises the building's fire safety.



**Recommendations:**

- The damaged areas should be repaired.

**Standards:**

- IPMC, Section 304 - Exterior Structure

**Recommendation Number: 2014-007**

**Observations:**

- Awnings were observed to be damaged.

**Recommendations:**

- Repair or replace as necessary.

**Standards:**

- Good Loss Prevention Practices



**4. Was the building free of apparent leaks or other obvious water intrusion?****Recommendation Number:** 2014-008**Observations:**

- Evidence of leaks and/or other water intrusion was present.
- Water intrusion and the presence of moisture in building materials can foster the growth of mold and mildew.

**Recommendations:**

- The source of the water intrusion should be determined and corrective action taken to prevent recurrence.
- Wall coverings, ceiling tiles, floor coverings, and wall and ceiling insulation should be inspected to identify the presence of damage or mold growth. Both exposed and concealed surfaces should be inspected.
- Damaged and contaminated materials should be removed and disposed of in a way that prevents their continued use.
- The entire damaged or contaminated area should be cleaned and disinfected with an effective fungicide prior to installing new materials.

**Standards:**

- NMAC 6.27.30 - Statewide Adequacy Standards
- IPMC, Section 305 - Interior Structures

**5. Do walls and ceilings appear to be of an appropriate type and condition?****Recommendation Number:** 2014-009**Observations:**

- Loose suspended ceiling tiles were observed.
- These conditions pose falling object hazards that could result in personal injury.

**Recommendations:**

- All suspended ceiling tiles should be properly aligned to help ensure that they do not drop onto furnishings and persons.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 305 - Interior Structures

**Recommendation Number:** 2014-010**Observations:**

- Some ceiling tiles were missing. The space left by the missing ceiling tile may be adjacent to heat and/or smoke detectors, which could cause the smoke/heat detection system to function improperly.
- Missing ceiling tiles compromise building fire safety and pose an attractive nuisance.

**Recommendations:**

- Missing ceiling tiles should be replaced and maintained in place.

**Standards:**

- IPMC, Section 703 - Fire-Resistance Ratings

**Recommendation Number: 2014-011****Observations:**

- Holes were observed in some of the ceilings.
- The holes compromise the fire safety of the structure, and they provide an entry point for insects and vermin.

**Recommendations:**

- The holes should be sealed.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 703 - Fire-Resistance Ratings

**Recommendation Number: 2014-012****Observations:**

- The wall covering observed in one or more areas was damaged and/or peeling.
- The damaged areas pose an attractive nuisance and invite more damage.

**Recommendations:**

- Any damage to the walls or wall coverings should be repaired.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 305 - Interior Structures

**Recommendation Number: 2014-013****Observations:**

- Some of the baseboard molding observed was damaged or missing.
- This condition poses trip/fall hazards.

**Recommendations:**

- Damaged or missing molding should be repaired or replaced as necessary.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 305 - Interior Structures



## 6. Are floors and floor coverings of an appropriate type and condition?

**Recommendation Number:** 2014-014

**Observations:**

- Some of the floor tiles were damaged.
- Some of the damaged floor tiles or their adhesive may contain asbestos, which could present an asbestos exposure hazard.



**Recommendations:**

- The site Asbestos Management Plan should be reviewed to determine if the flooring contains asbestos.
- Damaged flooring that does not contain asbestos should be removed and replaced.
- Damaged flooring that contains asbestos should be abated in accordance with AHERA requirements.
- Missing and damaged floor tiles should be repaired and/or replaced to reduce trip/fall hazards.



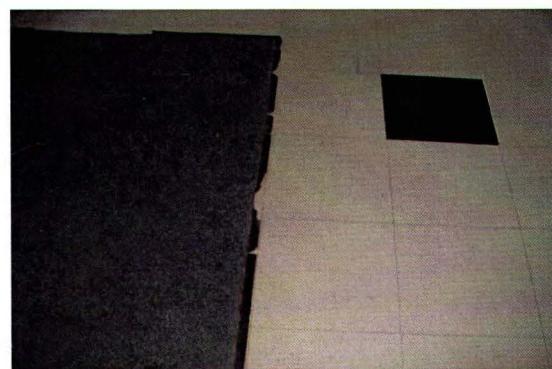
**Standards:**

- 40 CFR, Part 763 - Asbestos
- IPMC, Section 305 - Interior Structures

**Recommendation Number:** 2014-015

**Observations:**

- Some of the doormats were torn, curled, and/or damaged. This condition poses trip/fall hazards.



**Recommendations:**

- Damaged or curled doormats should be replaced with heavy-duty commercial doormats equipped with nonslip backing.

**Standards:**

- Good Loss Prevention Practices

## Doors, Exits, and Means of Egress

### 7. Are "EXIT" and "NOT AN EXIT" signs installed?

**Recommendation Number:** 2014-016

#### Observations:

- One or more of the illuminated exit signs were not illuminated; therefore, we could not determine if they were fully functional.

#### Recommendations:

- The exit signs should be activated to determine if they are fully functional.
- Exit signs should be provided with bulbs for all sockets so that the signs are still illuminated even if one bulb fails.
- Exit signs should be inspected on a regular basis to ensure that they are functional at all times.

#### Standards:

- IFC, Chapter 10 - Means of Egress
- NFPA 101, Chapter 5 - Means of Egress



**Recommendation Number:** 2014-017

#### Observations:

- Some exit signs were damaged and/or broken.

#### Recommendations:

- Damaged exit signs should be repaired.
- Exit signs should be provided with bulbs for all sockets, so that the signs are still illuminated even if one bulb fails.
- Illuminated exit signs should be installed above exits to ensure that exit routes are properly identified.
- Illuminated exit signs should be properly installed.



#### Standards:

- NFPA 101, Chapter 5 - Means of Egress
- IFC, Chapter 10 - Means of Egress

## Emergency Action Equipment & Systems

### **8. Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?**

**Recommendation Number:** 2014-018

**Observations:**

- Monthly fire extinguisher inspections are not being conducted.



**Recommendations:**

- The fire extinguishers should be inspected on a monthly basis to ensure that:
  - they are properly wall mounted;
  - the seals and pull pins are still intact;
  - and
  - the units are fully charged and ready for use.
- The monthly inspection should be documented with the inspector's initials on the back of the annual inspection tag.

**Standards:**

- 29 CFR 1910, Subpart L - Fire Protection

### **Recommendation Number: 2014-019**

**Observations:**

- One or more fire extinguishers were not serviced during the last annual service.



**Recommendations:**

- The units that were not inspected should be replaced with fully charged and recently inspected fire extinguishers.
- Consideration should be given to numbering each fire extinguisher location and developing a map to show each fire extinguisher location to reduce the potential for overlooking one of the fire extinguishers during the servicing process.
- In addition, the annual fire extinguisher service provider should be required to annually change the color of the inspection tags. The difference in tag color would increase the ease of identifying overlooked fire extinguishers.

**Standards:**

- 29 CFR 1910, Subpart L - Fire Protection

**9. Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?**

**Recommendation Number:** 2014-020

**Observations:**

- A smoke/heat detector was missing.

**Recommendations:**

- Replace missing detectors as necessary.

**Standards:**

- IPMC, Section 704 - Fire Protection Systems



## Mechanical and Utility Systems

### **10. Are HVAC systems and compressors in good condition, properly maintained, and permitted as required?**

**Recommendation Number:** 2014-021

**Observations:**

- Some ventilation grills were missing.
- Missing vent covers or register grills pose an attractive nuisance. In addition, conditioned air is not properly directed or diffused.



**Recommendations:**

- Missing vent covers or register grills should be replaced.

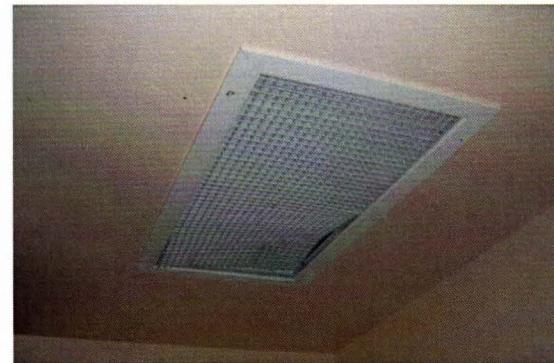
**Standards:**

- Good Loss Prevention Practices

**Recommendation Number:** 2014-022

**Observations:**

- Some ventilation grills were damaged.
- Damaged vent covers or register grills pose an attractive nuisance. In addition, conditioned air is not properly directed or diffused.



**Recommendations:**

- Damaged vent covers or register grills should be replaced.

**Standards:**

- Good Loss Prevention Practices

**11. Are plumbing systems and fixtures in good condition and free from damage or leaking?**

**Recommendation Number: 2014-023**

**Observations:**

- Some restroom stalls were missing doors.

**Recommendations:**

- Replace restroom stall doors as necessary.

**Standards:**

- IPMC, Section 305 - Interior Structures



**Recommendation Number: 2014-024****Observations:**

- One or more of the drinking fountains were broken and inoperative.

**Recommendations:**

- Broken drinking fountains should be repaired or replaced as necessary.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 504 - Plumbing Systems and Fixtures

**Disabled Access****12. Are an appropriate number of parking spaces designated for disabled persons, and are they properly designed, constructed, and signed?****Recommendation Number: 2014-025****Observations:**

- The required elevated signs designating accessible parking spaces were not provided.

**Recommendations:**

- The required elevated, accessible parking signs should be provided. The signs may be post-mounted or mounted to a building or fence.

**Standards:**

- ADA - ADAAG 4.6 - Parking and Passenger Loading Zones



## General Conditions – Other

### **13. Are other general conditions free of apparent hazards or concerns?**

**Recommendation Number: 2014-026**

#### **Observations:**

- Student lockers were present but not in use. Eliminating student lockers may reduce vandalism, contraband, and harassment incidents.



#### **Recommendations:**

- Consideration should be given to removing the lockers.
- If the District chooses to retain the lockers, any damaged lockers should be repaired or replaced.
- If lockers are retained and used, they should be assigned by grade level to reduce the likelihood of harassment between grade levels.

#### **Standards:**

- Good Loss Prevention Practices

**CLASSROOM AND OFFICE INSPECTION****Contact:** Robert Archuleta, Principal**Auditor:** James Dorn**Member Agency:** Espanola Public Schools**Client:** NMPSIA**Inspection Concluded:** April 1, 2014

| Hazard Type                      | Hazard Scope                    | Hazard Urgency                | Capital     |
|----------------------------------|---------------------------------|-------------------------------|-------------|
| 1 – Egress Issue                 | A – Facilities/Planning         | I – Immediate                 | C – Capital |
| 2 – Injury Hazard                | B – Custodial or                | H – High                      | NC – Non-   |
| 3 – Property Loss                | Maintenance                     | M – Medium                    | Capital     |
| 4 – Regulatory or<br>Legal Issue | C – Policy and/or<br>Procedures | L – Low                       |             |
| 5 – Accepted Best<br>Practices   | D – Employee Practices          | O – Ongoing /<br>Preventative |             |

| Classroom and Office Section   | Yes | No | NA | Priority           | Recommendations |
|--|-----|----|----|--------------------|-----------------|
| 1 Are classroom decorations displayed in a safe and acceptable manner? |     | X  |    | 3,4 - C,D - M - NC | 2014-027        |

## CLASSROOM AND OFFICE INSPECTION RECOMMENDATIONS

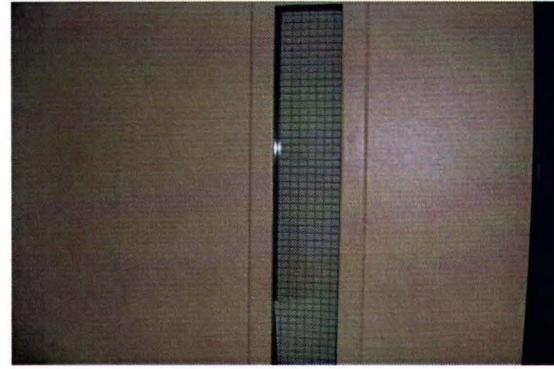
### Classroom and Office Section

#### **1. Are classroom decorations displayed in a safe and acceptable manner?**

**Recommendation Number: 2014-027**

##### **Observations:**

- Paper was observed over the windows of the classroom doors.
- This practice compromises the security of the room's occupants and violates the requirement to keep doors free of decorations.



##### **Recommendations:**

- This practice should be discontinued.
- No paper or combustible items should be placed on the door.
- The windows in the doors should be kept unobstructed to help reduce the risk of collision between persons using the doors from opposite sides and to ensure that the security of the rooms can be viewed from the hall.

##### **Standards:**

- Good Loss Prevention Practices
- NFPA 1, Chapter 4 - Means of Egress
- IFC, Chapter 10 - Means of Egress

**ATHLETIC AREAS, GYMNASIUM, AND LOCKER ROOM INSPECTIONS****Contact:** Robert Archuleta, Principal**Auditor:** James Dorn**Member Agency:** Espanola Public Schools**Client:** NMPSIA**Inspection Concluded:** April 1, 2014

| Hazard Type                      | Hazard Scope                    | Hazard Urgency                | Capital     |
|----------------------------------|---------------------------------|-------------------------------|-------------|
| 1 – Egress Issue                 | A – Facilities/Planning         | I – Immediate                 | C – Capital |
| 2 – Injury Hazard                | B – Custodial or                | H – High                      | NC – Non-   |
| 3 – Property Loss                | Maintenance                     | M – Medium                    | Capital     |
| 4 – Regulatory or<br>Legal Issue | C – Policy and/or<br>Procedures | L – Low                       |             |
| 5 – Accepted Best<br>Practices   | D – Employee Practices          | O – Ongoing /<br>Preventative |             |

| Athletic Areas, Gymnasium, and Locker Room Section |   | Yes | No | NA | Priority         | Recommendations |
|--|---|-----|----|----|------------------|-----------------|
| 1  | Are athletic areas, equipment, and facilities otherwise free of apparent hazards? |     | X  |    | 2,5 - A - M - NC | 2014-028        |

## ATHLETIC AREAS, GYMNASIUM, AND LOCKER ROOM INSPECTIONS RECOMMENDATIONS

### Athletic Areas, Gymnasium, and Locker Room Section

#### **1. Are athletic areas, equipment, and facilities otherwise free of apparent hazards?**

**Recommendation Number:** 2014-028

##### **Observations:**

- Metal chain basketball nets were in use.  
These nets pose an increased risk of injury.



##### **Recommendations:**

- The chain nets should be removed and replaced with linen or nylon fabric nets or the hoops left without nets.

##### **Standards:**

- Good Loss Prevention Practices

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